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24 MAR 1975

MEMORANDUM FOR: The Comptroller

SUBJECT : DCI Area Personnel Cuts for FY 1976

REFERENCE : Your memo to multiple addres., dtd
14 Mar 75; Subject: Further Personnel
Cuts for 1976

1. In response to your memorandum, it is necessary to make a few general observations before commenting on the manpower situations in the specific offices of the DCI Area.

2. I have trouble equating the "16 (vacancies) in the DCI Area" reported in your memorandum with the existing on-duty situation in each of the DCI Area offices. True, we do have some contract authorization slack in the Office of the DCI but you are aware of the reasons therefor. "Slotting" as such in one or two offices is--shall I say--not precise. But as far as the DCI Area as a whole is concerned, I project an on-duty strength for 30 June 1975 of close to, if not exceeding, the combined staff and full-time contract authorization of [] with additional manpower requirements still being sought by OGC, OLC, IG and ICS.

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3. With reference to your paragraph 4(2), we are now, in a few cases, using part-time staff or contract employees in the Offices of the IG, GC, and ICS. I don't think much further possibility for part-timers exists in the DCI Area.

4. Finally, as you are well aware, the long-term nature and manpower requirements for personnel dealing with the several Presidential and Congressional investigations of the Agency are at the moment unknown to me. Several offices of the DCI Area have drafted or begged help from a variety of places in the Agency and in fact, the Presidential and Congressional Reviews Staff of the O/DCI exists as a quasi-official unit without ceiling but with six people assigned. I frankly don't know how long this situation should be or ought to be continued since

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I assume offices lending personnel for these functions will want to recruit replacements at some time in the future or have their people returned--especially the secretaries.

5. More specifically, however, the Director in one way or another has indicated some sympathy for increasing manpower requirements in a few of the offices:

- a. OGC (Attachment 1) 4/5 slots
- b. OLC (Attachment 2) 2 slots

6. In addition, the Inspector General has discussed his manpower predicament with the Director and envisions a hard requirement for three additional slots (Attachment 3).

7. Although I have received as yet nothing specific from the Intelligence Community Staff, I do know that their assessment of the Director's objectives vis-a-vis the Intelligence Community, combined with the support they will be required to provide the Congressional investigations of the Intelligence Community, will create a manpower short fall up to perhaps 12 slots. I expect that the D/DCI/IC will discuss this with the Director before submitting his 1976 operating budget requirements. I still feel there is a case to be made to negotiate ceiling for IC Staff with OMB separately and independently of CIA.

8. Therefore, the information available to me at this time suggests that there is no possibility whatever of approving any further reductions for the FY 1976 in on-duty strength authorization and in fact some increases will be required. Most of these increases will in one way or another be the result of Congressional reactions to press revelations concerning the Agency, Freedom of Information requests, legal involvement of the Agency in a variety of areas, and the increasing involvement of the Director in Intelligence Community affairs. I am attaching some statistics, which in my best judgment, reflect the manpower requirements as perceived by the office heads concerned. Although you will see that I have maintained a distinction between staff and full-time contract employees as far as the numbers are concerned, please note I am dealing with full-time employees, both staff and contract, and that the "operative" figures are the totals. My experience suggests that it is impossible to project what type of employee or employment relationship will be requested on a specific individual until the individual has been identified. Therefore, I welcome the "one ceiling" approach to manpower level authorizations.

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9. In sum then, while the FY 1976 budget for the DCI Area reflects a total requirement of full-time employees, estimates indicate that office heads feel they have strong justifications for increases totaling up to additional full-time employees.

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Administrative Officer, DCI

Attachments:

1. OGC Memo dated 10 Feb 75
2. OLC Memo dated 10 Mar 75
3. IG Memo dated 9 Dec 74
4. Statistics

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Remarks: Jack: You will note the advice I gave the Director in paragraph 9 of Mr. Cary's memo, which Mr. Colby approved. We do have the business before us of having to apportion the personnel strength for FY'76. Therefore, I would interpret the attached paper to show that there is a need for a mandatory requirement to award two more ceiling positions to OLC.					
<div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div> John F. Blake					
cc: OLC					
Att					
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FROM: NAME, ADDRESS AND PHONE NO.					DATE
Deputy Director for Administration 7D 26 Hqs.					11 Mar 75
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FORM NO. 237 1-67 Use previous editions

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10 March 1975

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Request for Additional Personnel--
One Professional, One Clerical

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1. As you know, toward the end of last year this Office was hit by the sudden and unexpected departure of two members of our staff of [] lawyers. [] who was completing law school, decided rather abruptly to leave the Agency and enter private law practice in Washington state. [] who had been with this Office for 14 years and who carried a tremendous workload for us on the Hill decided, during Christmas week, to accept an offer of outside employment and retired as of 31 December 1974.

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2. With the press allegations concerning various domestic activities, the workload of our Office has increased at an incredible pace. In addition to the work we are doing with our own Subcommittees and in cooperation with [] with the Select Committees of the House and Senate, we have had a marked upsurge in inquiries from members of Congress on their own behalf and on behalf of their constituents expressing concern about the various allegations that have appeared in the press. The work we do in reviewing and assessing the possible Agency impact of various pieces of legislation has increased proportionately. This, of course, also means that we are distributing to Agency components many more proposals for legislative action than we have in the past and have been required to develop a coordinated Agency position on many of these proposals. Once this position is solidified internally, we then must clear our proposed reports or comments with the Office of Management and Budget before they are submitted to the Congress.

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3. As a temporary expedient, I acquired the temporary services of [] has been extremely helpful with regard to tasks, reviews and preparation of various documents which

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are pertinent to the current congressional and Commission inquiries. [redacted] has actually been working on behalf of the Agency as a whole in attempting to pull together the various allegations that have appeared in the press and obtaining comments from appropriate Agency offices with respect to those allegations.

4. I would hope that [redacted] project will be completed within a reasonably short period of time and that his services will no longer be required. I would also hope that with the acquisition of full-time replacements for Messrs. [redacted] that we will need to rely less and less on [redacted] although I would hope (and he has agreed) that he could be available to us on a consultant basis for the duration of the congressional inquiries and for the inevitable task of sanitizing records, documents and testimony which the Committees will undoubtedly want to release at some time in the future.

5. With the cooperation of their respective offices, [redacted] from [redacted] of Logistics, came to work for us on a temporary basis. [redacted] has been assisting [redacted] in the handling of legislation. [redacted] has been doing research for us on a variety of matters including the Agency's legislative history, the impact of the establishment of the House and Senate Budget Committees, and a variety of other similar tasks including the handling of some congressional and constituent inquiries. I have decided, and [redacted] has agreed, to transfer [redacted] to this Office permanently. I have not yet made a final judgment with respect to [redacted] but will have to do so in the very near future.

6. It is very clear to me that even when we have filled the two positions presently on our T/O that we will not be able to effectively carry out the increase in our Office workload. I am convinced therefore that we need to augment our staff. I would propose to add an additional identical position to our Grade GS-15 Assistant Legislative Counsel slots.

7. I am currently reviewing files of possible Agency candidates for our staff and interviewing these individuals as time permits. I am also seriously considering [redacted] who is currently [redacted]

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[REDACTED]

very friendly contacts with some members and the staff of the Senate Foreign Relations and House Foreign Affairs Committees. Since we will obviously be having more contact with these two Committees in the future, as a result of the Foreign Assistance Act amendments and other developments, his connections with those Committees would be a definite asset. [REDACTED]

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and he is anxious to leave his present position. He is also very interested in the possibility of [REDACTED] making a contribution on the Agency's behalf in the present circumstances.

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8. I think the need for an additional secretarial position is obvious. Our girls have been working at such a pace and under such pressure that I am concerned about the state of their health. I think we have the hardest working group of secretaries of any in the Agency but we are rapidly pushing them to the breaking point. I would propose to add an additional Grade GS-8 position, to increase the present Grade GS-8 to a Grade GS-9, and establish the GS-10 position to that of a Grade GS-11 Office Manager. ✓

9. I have taken the liberty of consulting with Jack Blake on this matter, specifically to try to determine the availability of ceiling for the additional two positions. He informs me such is not available at this time but further suggests you do as follows. Approve the request at this time, and request the Comptroller to take action to identify the source of the ceiling when the Management Committee, about 1 May, structures its fiscal recommendations to you for the appointment of the FY 76 personnel^{ns} ceiling. Such a course of action would allow the immediate establishment of the positions and authorize me to proceed to obtain the additional people.


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10. I have given this matter very serious consideration and believe that we cannot continue to run the type of office that you have been able to rely on in the past and which you should expect to have in the future unless we get this additional manpower and womanpower.

STAT


George L. Cary
Legislative Counsel

APPROVED:


W. E. Colby
Director

11 MAR 1975

Date

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